

Shari Jones August 1, 2018

Date	Start Time	End Time	Total Time (round to 1/4 hour)	What did you work on? (brief description of overall project + specific task accomplished)	Topic	Area	Standards
5/7/2018	12:30 PM	4:00 PM	3.5	Interviews for Diagnostician Position for Stafford County	Equity & Cultural Leadership, Field Experience, Internship & Clinical Practice, & Human Resource Leadership	Central Office, Elementary, Middle, High	6.1.6.2, 6.3, 6.4, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.3
5/9/2018	2:15 PM	3:15 PM	1	Designee for 504 eligibility meeting for Chron's diagnosis	Legal Compliance	Middle	6.4
5/9/2018	8:45 AM	11:00 AM	2.25	Testing for Homeschool student	Legal Compliance	Com, Middle	6.4
5/10/2018	9:00 AM	12:30 PM	3.5	Interviews for Diagnostician Position for Stafford County	Equity & Cultural Leadership, Field Experience, Internship & Clinical Practice, & Human Resource Leadership	Central Office, Elementary, Middle, High	6.1.6.2, 6.3, 6.4, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.3
5/9/2018	3:45 PM	4:45 PM	1	Managing Afterschool Enrichment Club	Support system for academic extracurricular activities	Elementary	4.1.4.4, 5.2.5.4
5/11/2018	7:50 AM	11:15 PM	3.5	Acting as AP and Designee as one of the AP's was at the designee meeting at central office for the day	Equity & Cultural Leadership, Field Experience, Internship & Clinical Practice	Middle	1.3, 4.4, 6.4, 8.1, 8.2
5/11/2018	11:45 AM	1:00 PM	1.25	Interviews for Diagnostician Position for Stafford County	Equity & Cultural Leadership, Field Experience, Internship & Clinical Practice, & Human Resource Leadership	Central Office, Elementary, Middle, High	6.1.6.2, 6.3, 6.4, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.3
5/11/2018	11:30 AM	4:30 PM	3	Created small group sessions in Pearson Assessment for 7th grade SOLs	Internship & Clinical Practice, Field Experience	Middle	7.1.7.2, 7.3, 7.4, 8.1, 8.2, 8.3
5/14/2018	9:00 AM	12:00 PM	3	Diagnostician and Psychology meeting	Human Resource Leadership	Central Office, Elementary, Middle, High	7.1.7.2, 7.3, 7.4
5/14/2018	12:30 PM	5:30 PM	5	Created small group sessions in Pearson Assessment for 7th & 8th grade SOLs, and worked with School Counselor	Internship & Clinical Practice, Field Experience	Middle	7.1.7.2, 7.3, 7.4, 8.1, 8.2, 8.3
5/15/2018	7:50 AM	8:20 AM	0.5	Hall Duty	Social Support, Discipline	Middle	1.3
5/15/2018	8:30 AM	9:30 AM	1	Designee triennial eligibility for a student with an intellectual disability	Legal Compliance	Middle	6.4
5/15/2018	9:40 AM	10:05 AM	0.5	Met with County Supervisor about Chron's case	Legal Compliance	Middle, Central Office	6.4
5/15/2018	10:20 AM	11:50 AM	1.5	Led Initial 504 Plan with disgruntled parent	Legal Compliance	Middle, Community	6.4
5/15/2018	12:30 PM	3:00 PM	2.5	Created small group sessions in Pearson Assessment for 8th & 6th grade SOLs	Internship & Clinical Practice, Field Experience	Middle	7.1.7.2, 7.3, 7.4, 8.1, 8.2, 8.3
5/15/2018	3:00 PM	4:00 PM	1	Manage Afterschool Homework Club	Support System for academic extracurricular activities	Middle	1.3
5/15/2018	4:00 PM	6:00 PM	2	Finished Pearson SOL groups for 6th grade except Plain English Math	Internship & Clinical Practice, Field Experience	Middle	7.1.7.2, 7.3, 7.4, 8.1, 8.2, 8.3
5/16/2018	7:50 AM	8:20 AM	0.5	Hall Duty	Social Support, Discipline	Middle	1.3
5/16/2018	8:30 AM	12:00 PM	3.5	Worked with Principal to place groups for Plain English Math & Contacted Parents to set up meetings	Internship & Clinical Practice, Field Experience	Middle	7.1.7.2, 7.3, 7.4, 8.1, 8.2, 8.3

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5/16/2018	3:45 PM	4:45 PM	1	Managing Afterschool Enrichment Club	Support system for academic extracurricular activities	Elementary	4.1,4.4,5.2,5.4
5/16/2018	6:00 PM	8:30 PM	2.5	Middle School Concert at Mountain View High School	Community & External Leadership	High School, Middle & Community	5.1,5.2
5/17/2018	7:50 AM	8:20 AM	0.5	Hall Duty	Social Support, Discipline	Middle	1.3
5/17/2018	8:30 AM	11:30 AM	3	Proctored a one-on-one Reading 7 SOL while being tape recorded	Instructional Leadership	Middle	4.1, 4.3, 4.4
5/17/2018	1:00 PM	2:00 PM	1	Parent requested to see me to discuss her child's digression in 4th quarter & transition to high school	Community & External Leadership	Middle	5.1, 5.2
5/18/2018	8:30 AM	11:30 AM	3	Proctored a one-on-one Reading 8 SOL while being tape recorded	Instructional Leadership	Middle	4.1, 4.3, 4.4
5/21/2018	7:50 AM	8:20 AM	0.5	Hall Duty	Social Support, Discipline	Middle	1.3
5/21/2018	8:30 AM	11:30 AM	3	Proctored a one-on-one Math 7 SOL while being tape recorded	Instructional Leadership	Middle	4.1, 4.3, 4.4
5/21/2018	1:45 PM	2:15 PM	0.5	Designed an initial 504 Plan for Type 1 Diabetes	Legal Compliance	Middle	6.4
5/22/2018	7:50 AM	8:20 AM	0.5	Proctored a one-on-one Science 8 SOL while being tape recorded	Instructional Leadership	Middle	4.1, 4.3, 4.4
5/22/2018	2:35 PM	3:15 PM	0.5	Designee for 504 plan meeting for Chron's diagnosis	Legal Compliance	Middle	6.4
5/23/2018	8:30 AM	11:30 AM	3	Proctored a one-on-one Algebra 1 SOL while being tape recorded	Instructional Leadership	Middle	4.1,4.3,4.4
5/23/2018	2:00 PM	2:30 PM	0.5	Designed an initial 504 Plan for Type 1 Diabetes	Legal Compliance	Middle	6.4
5/23/2018	3:45 PM	4:45 PM	1	Managing Afterschool Enrichment Club	Support system for academic extracurricular activities	Elementary	4.1,4.4,5.2,5.4
5/24/2018	7:50 AM	8:20 AM	0.5	Hall Duty	Social Support, Discipline	Middle	1.3
5/24/2018	3:00 PM	4:00 PM	1	Manage Afterschool Homework Club	Support System for academic extracurricular activities	Middle	1.3
5/25/2018	9:00 AM	9:30 AM	0.5	Phone conference w/ Central Office Supervisor and another diagnostician that was on the interview panel about which interviewees to offer positions to and where	Equity & Cultural Leadership, Field Experience, Internship & Clinical Practice, & Human Resource Leadership	Central Office, Elementary, Middle, High	6.1,6.2,6.3, 6.4, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.3
5/29/2018	9:00 AM	12:00 PM	3.00	Another school's diagnostician quit and I had to help with testing for that school	Ethics & Professional Norms	Community, Central Office, and Middle	2.1,2.4, 3.2, 4.3
5/30/2018	7:50 AM	8:20 AM	0.5	Hall Duty	Social Support, Discipline	Middle	1.3
5/30/2018	8:30 AM	11:30 AM	3	Proctored a one-on-one Civics & Economics 7 SOL while being tape recorded	Instructional Leadership	Middle	4.1, 4.3, 4.4
5/30/2018	3:45 PM	4:45 PM	1	Managing Afterschool Enrichment Club	Support system for academic extracurricular activities	Elementary	4.1,4.4,5.2,5.4
5/31/2018	1:45 PM	2:15 PM	0.5	Designed an annual 504 meeting for a student with Autism/ADHD	Legal Compliance	Middle	6.4
5/31/2018	3:00 PM	4:00 PM	1	Manage Afterschool Homework Club	Support System for academic extracurricular activities	Middle	1.3
6/1/2018	7:50 AM	8:10 AM	0.25	Helped Principal to make sure small group accommodations were accurate for SOL retakes	Legal Compliance	Middle, Central Office	6.4
6/1/2018	8:15 AM	2:35 PM	6.25	Supervised the outside portion of an in-school science 7 field trip for the entire 7th grade	Community-School Relations; Mission & Vision	Middle, Community	1.1,1.2,1.3,3.4,5, 3. & 1.4
6/5/2018	7:50 AM	8:20 AM	0.5	Hall Duty	Social Support, Discipline	Middle	1.3
6/5/2018	3:00 PM	4:00 PM	1	Manage Afterschool Homework Club	Support System for academic extracurricular activities	Middle	1.3

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6/5/2018	6:30 PM	7:30 PM	1	National Junior Honors Society Induction Ceremony	Community-School Relations; Mission & Vision	Middle, Community	1.1, 1.2, 1.3, 3.4, 5.3, & 1.4
6/6/2018	7:50 AM	8:20 AM	0.5	Hall Duty	Social Support, Discipline	Middle	1.3
6/6/2018	1:45 PM	2:15 PM	0.5	Designed an annual 504 meeting for a student with ADHD	Legal Compliance	Middle	6.4
6/7/2018	7:50 AM	8:20 AM	0.5	Hall Duty	Social Support, Discipline	Middle	1.3
6/7/2018	3:00 PM	4:00 PM	1	Manage Afterschool Homework Club	Support System for academic extracurricular activities	Middle	1.3
6/11/2018	7:50 AM	8:20 AM	0.5	Hall Duty	Social Support, Discipline	Middle	1.3
6/11/2018	8:45 AM	9:00 AM	0.25	Was part of an eligibility in which the child is homeschooled. The parent requested the testing, however, she did not attend the meeting nor did she respond to phone calls.	Community-School Relations, Legal Compliance	Middle, Community	1.1, 1.2, 1.3, 3.4
6/11/2018	10:00 AM	10:30 AM	0.5	Elementary Awards Ceremony	Community-School Relations; Mission & Vision	Elementary, Community	1.1, 1.2, 1.3, 3.4, 5.3, & 1.4
6/11/2018	12:00 PM	2:00 PM	2	Was a part of an eligibility in which the parents had an advocate in to ensure that the school system is looking at all appropriate areas to determine if the student is eligible under IDEA.	Community-School Relations, Legal Compliance	Middle, Community	1.1, 1.2, 1.3, 3.4, 5.3, & 1.4
6/11/2018	3:15 PM	4:30 PM	1.25	Faculty Meeting and Summer School Staffing	Collaboration with other Professionals	Middle	2.1, 3.4, 7.2
6/12/2018	7:50 AM	8:20 AM	0.5	Hall Duty	Social Support, Discipline	Middle	1.3
6/12/2018	8:45 AM	9:45 AM	1	Was a part of an eligibility for a child who has been on homebound services most of second semester due to depression and anxiety.	Community-School Relations, Legal Compliance	Middle, Community	1.1, 1.2, 1.3, 3.4, 6.4
6/12/2018	3:15 PM	4:00 PM	0.75	Special Education/ Student Services Department meeting to close out the school year	Collaboration with other Professionals	Middle	2.1, 3.4, 7.2
6/13/2018	7:50 AM	8:20 AM	0.5	Hall Duty	Social Support, Discipline	Middle	1.3
6/14/2018	7:50 AM	8:20 AM	0.5	Hall Duty	Social Support, Discipline	Middle	1.3
6/15/2018	7:50 AM	8:20 AM	0.5	Hall Duty	Social Support, Discipline	Middle	1.3
6/22/2018	9:00 AM	2:00 PM	5	Worked on the 90 day plan PBL	Community & External Leadership, Operations & Management	PBL	5.1, 5.2, 5.3, 5.4, 6.2, 6.3, 6.4
6/27/2018	1:30 PM	2:00 PM	0.5	Went with the registrar and one school counselor to deliver rising 9th grade school records to the matching high school	Collaboration with other Professionals	Middle, High	2.1, 3.4, 7.2
6/28/2018	9:00 AM	10:00 AM	1	Worked with the school counselor on the master schedule for the 2018-2019 school year	Collaboration with other Professionals	Middle	2.1, 3.4, 7.2
7/2/2018	1:00 PM	3:00 PM	2	Researched Caroline Counties report card on VDOE & other information about Caroline County High School	Community & External Leadership	High, Community	5.1, 5.2
7/3/2018	11:00 AM	11:45 AM	0.75	Went to a job interview for an assistant principal position at Caroline County	Community & External Leadership	High	5.1, 5.2
7/9/2018	8:45 AM	9:45 AM	1	Came into school as a member of the summer special education team to discuss brand new IEP for students that were originally under 504 plan	Community-School Relations, Legal Compliance	Middle, High	1.1, 1.2, 1.3, 3.4, 6.4
7/9/2018	10:00 AM	12:00 PM	2	Worked with Carol Korth to guide each other through our PBL Portfolio and 90 Day Plan	Collaboration with other Professionals	PBL	2.1, 3.4, 7.2
7/9/2018	12:15 PM	2:15 PM	2	Came into school as a member of the summer special education team to discuss brand new IEP for students that were originally under 504 plan. Advocate and outside counseling service provider was included in the meeting.	Community-School Relations, Legal Compliance	Middle, High	1.1, 1.2, 1.3, 3.4, 6.4
7/9/2018			105.5	Site Based Advising/Supervisor Signatures:			
7/10/2018	1:00 PM	3:00 PM	2	Extended School Year Support Services-Rising 9th Grader	Community-School Relations, Legal Compliance	High, Central Office	1.1, 1.2, 1.3, 3.4, 6.4
7/11/2018	1:00 PM	3:00 PM	2	Extended School Year Support Services-Rising 9th Grader	Community-School Relations, Legal Compliance	High, Central Office	1.1, 1.2, 1.3, 3.4, 6.4
7/12/2018	1:00 PM	3:00 PM	2	Extended School Year Support Services-Rising 9th Grader	Community-School Relations, Legal Compliance	High, Central Office	1.1, 1.2, 1.3, 3.4, 6.4
7/13/2018	10:00 AM	2:00 PM	4	SLLA exam			

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7/15/2018	11:00 AM	3:30 AM	4.5	Worked on PBL	Community & External Leadership, Operations & Management	PBL	5.1, 5.2, 5.3, 5.4, 6.2, 6.3, 6.4
7/16/2018	8:30 AM	12:30 PM	4	Summer School as the Special Education/Student Services Lead-Creating 504 & SEC caseload list	Collaboration with other professionals, Legal Compliance	Middle	2.1, 3.4, 7.2, 6.4
7/16/2018	1:00 PM	3:00 PM	2	Extended School Year Support Services-Rising 9th Grader	Community & External Leadership	High, Central Office	1.1, 1.2, 1.3, 3.4,
7/17/2018	8:30 AM	12:30 PM	4	Summer School as the Special Education/Student Services Lead-Creating triennial testing schedule	Collaboration with other professionals, Legal Compliance	Middle, High	2.1, 3.4, 7.2, 6.4
7/17/2018	1:00 PM	3:00 PM	2	Extended School Year Support Services-Rising 9th Grader	Community-School Relations, Legal Compliance	High, Central Office	1.1, 1.2, 1.3, 3.4, 6.4
7/18/2018	8:30 AM	12:30 PM	4	Summer School as the Special Education/Student Services Lead-Worked with AP & other Longwood Student to create Special Education Master Schedule and Para Support Schedule (Relocated to an elementary school due to broken AC)	Collaboration with other professionals, Legal Compliance	Middle, Elementary	2.1, 3.4, 7.2, 6.4
7/18/2018	1:00 PM	3:00 PM	2	Extended School Year Support Services-Rising 9th Grader	Community-School Relations, Legal Compliance	High, Central Office	1.1, 1.2, 1.3, 3.4, 6.4
7/23/2018	8:30 AM	12:30 PM	4	Summer School as the Special Education/Student Services Lead-Helped with Elementary Drop off/Pick Up	Collaboration with other professionals	Middle, Elementary	2.1, 3.4, 7.2
7/23/2018	12:30 PM	3:00 PM	2.5	Worked on PBL	Community & External Leadership, Operations & Management	PBL	5.1, 5.2, 5.3, 5.4, 6.2, 6.3, 6.4
7/24/2018	8:30 AM	12:30 PM	4	Summer School as the Special Education/Student Services Lead-Helped with Elementary Drop off/Pick Up	Collaboration with other professionals	Middle, Elementary	2.1, 3.4, 7.2
7/24/2018	12:30 PM	3:00 PM	2.5	Worked on PBL	Community & External Leadership, Operations & Management	PBL	5.1, 5.2, 5.3, 5.4, 6.2, 6.3, 6.4
7/25/2018	8:30 AM	12:30 PM	4	Summer School as the Special Education/Student Services Lead-Tested a rising 9th grader	Collaboration with professionals	Middle, High	2.1, 3.4, 7.2
7/25/2018	12:30 PM	3:00 PM	2.5	Worked on PBL	Community & External Leadership, Operations & Management	PBL	5.1, 5.2, 5.3, 5.4, 6.2, 6.3, 6.4
7/26/2018	8:30 AM	12:30 PM	4	Summer School as the Special Education/Student Services Lead-Tested a rising 9th grader Plus SEC Meeting for Dyslexia	Collaboration with professionals, Legal Compliance	Middle, High	2.1, 3.4, 7.2, 6.4
7/26/2018	1:00 PM	3:00 PM	2	Extended School Year Support Services-Rising 9th Grader	Community & External Leadership, Operations & Management	PBL	5.1, 5.2, 5.3, 5.4, 6.2, 6.3, 6.4
7/28/2018	7:00 AM	10:00 AM	3	Wrote a report and initiated an IEP for a rising 9th grader	Legal Compliance	Middle, High	6.4
7/29/2018	10:00 AM	2:30 PM	4.5	Worked on PBL	Community & External Leadership, Operations & Management	PBL	5.1, 5.2, 5.3, 5.4, 6.2, 6.3, 6.4
7/29/2018	8:30 PM	11:30 PM	3	Worked on PBL	Community & External Leadership, Operations & Management	PBL	5.1, 5.2, 5.3, 5.4, 6.2, 6.3, 6.4
7/30/2018	8:30 AM	12:00 PM	3.5	Worked on PBL	Community & External Leadership, Operations & Management	PBL	5.1, 5.2, 5.3, 5.4, 6.2, 6.3, 6.4
7/30/2018	12:00 PM	1:00 PM	3	Eligibility Meeting and IEP meeting for rising 9th Grader	Legal Compliance	Middle, High	6.4
7/30/2018	1:00 PM	3:00 PM	2	Worked on PBL	Community & External Leadership, Operations & Management	PBL	5.1, 5.2, 5.3, 5.4, 6.2, 6.3, 6.4
7/31/2018	9:30 AM	12:30 PM	3	Summer School as the Special Education/Student Services Lead-Scheduling meetings for teacher work week	Collaboration with professionals, Legal Compliance	Middle, High	2.1, 3.4, 7.2, 6.4
7/31/2018	12:30 PM	3:00 PM	2.5	Worked on PBL	Community & External Leadership, Operations & Management	PBL	5.1, 5.2, 5.3, 5.4, 6.2, 6.3, 6.4

Internship Log

Name: Shari Jones

Semester: Summer 2018

For easy reference for your internship mentor, please complete the chart below summarizing your 2 PBL projects.

	Title of Project	Name & Contact information of Site Based Supervisor
PBL for PEDU 628	ePortfolio blogs.longwood.edu/sharijones	Name: Kate Johnson Email: johnsonkj@staffordschools.net Phone: 540.658.6240
PBL for PEDU 595	90 Day Entry Plan	Name: Kate Johnson Email: johnsonkj@staffordschools.net Phone: 540.658.6240

Pg. 2: Notes & Reflections (optional for first two log submissions, required for final).

What have you learned from these leadership responsibilities? What questions have you had while working on them? What are some connections you've seen between these projects and the coursework you have been doing?

What have you learned from these leadership responsibilities?

During this past semester, I have been blessed to have a variety of experiences. First, I sat on an interview panel to help hire diagnosticians for the county at the preschool, elementary, middle, and high school levels. Second, I worked closely with both my head principal and the lead school counselor on creating small group sessions in Pearson Assessment for the special education population and students with 504 plans. I also helped to make sure that students were receiving the proper accommodations during SOLs to include small group, plain English math, and audio versions. I was offered a job interview with Caroline County High School. It was a great experience as I was interviewed by a nine person panel that included all department leads, the executive of human resources, the principal from Caroline County Middle School, and the principal of Caroline High. After these experiences, I find myself leaning towards being a leader at the Central Office level. I loved being a part of the hiring process as well as mentoring inexperienced professionals to become successful teachers and diagnosticians.

What questions have you had while working on the two PBL's?

One of the biggest questions that I have about the 90 day entry plan is how much of what is planned is actually utilized when someone becomes an administrator. Is the plan realistic, or does the day to day ups and downs get in the way of ensuring that the plan is followed? What amount of flexibility is required of said leader? For the ePortfolio, I actually had quite a bit of difficulty completing it. I always considered myself to be a quick learner of technology, however, this was a slow and painful process for me.

What are some connections you've seen between these projects and the coursework you have been doing?

I believe that the PBL's are a great way to get field experience in order to prepare for when I do become an administrator/ county supervisor. I know that I can honestly say that I probably would not have created an ePortfolio on my own without prompting. As much as I had a difficult time with it, I believe that it was in my best interest to be exposed to the assignment. In fact, the technology resource teacher at my current school shared with me that the county was looking to make it mandatory to teach 8th grade students how to create one to be better prepared for high school and college. The 90 day plan was necessary to learn because it taught me how to create a guideline of what things need to be done when you first become an administrator. I think it would help keep me from getting panicked about where I need to start when taking over a school or other position.